

18 JAN 1972

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Personnel Report - Week Ending
14 January 1972**

1. Presidential Classroom: The Presidential Classroom for Young Americans for 1972 will be held during the period 7 February through 25 March. The Agency was invited for the third year to nominate a representative to participate as an instructor in the program.

██████████ age 34, Personnel Officer, GS-12, Chief of the Career Training Personnel Selection Branch, has been nominated to the program director and has been accepted. ██████████ graduated from

██████████ with a degree in elementary education and served with us in a contract status ██████████ from 1963 - 1966 as

██████████ After completing the Career Training Program formal training, he served as a Personnel Officer in WH Division and in the Office of Security prior to his current assignment in CTP. He has completed 18 hours toward a graduate degree. Agency orientation briefings from OTR have been planned to better prepare him for his role as an instructor in the Presidential Classroom.

25X1A

2. Summer Interns: [REDACTED] with representatives from NPIC will be at Rochester Institute of Technology today to interview Photographic Science students for the scientific and technical Summer Intern Program.

3. Cooperative Education Program: Officials of the Technical Services Division advised us that because of an internal adjustment in their contract ceiling, they are reducing their number of co-ops from 16 to 12. No applicant in process will have to be cancelled out, but two attractive applicants not in process will have to be rejected.

4. Position Management:

a. Meetings were held last week to initiate surveys in various Intelligence Directorate components. A survey of the Office of Current Intelligence was initiated and a survey of the Office of the DD/I will be started shortly. A survey of the Central Reference Service is planned for next month.

b. The audit of the I. O. Foreign Document positions in [REDACTED] has been completed, and the drafting of position descriptions is in process.

c. The President lifted the freeze on Wage Board pay increases last week and we have made contacts with the Civil Service Commission and the Government Printing Office to ensure that new pay schedules for the Coordinated Federal Wage System, the Lithographic Wage

STATSPEC

Board, and the Government Printing Office employees are received as soon as work has been completed on them. Preliminary information is that they will be retroactive to 14 November 1971. The Civil Service Commission is considering requesting a ruling from the General Accounting Office as to whether the increases could be retroactive to 31 October 1971.

5. Additional Office Space for Retirement Operations Branch:

GSA has started the installation of cubicles and the rearrangement of the wall dividers in the new office space recently acquired by Retirement Operations Branch/Retirement Affairs Division in the Magazine Building. Completion of this work will provide our counselors and the pre-retiree clients with the privacy needed for consultations.

6. Records Management: A project to re-screen 95 boxes of Agency files of military detailees, begun in June 1971, has been completed. Approximately [REDACTED] records were reviewed. The result is that the material contained in the original 95 boxes may now be stored in 23 boxes.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Distribution:

0 & 2 - Addressee

1 - IG

✓ 1 - D/Pers Subj

1 - D/Pers Chrono

OD/Pers [REDACTED] dpm (17 Jan 72)